

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Fleet Services Manager	Job Family: III
General Classification: Management	Job Grade: 25

Definition: To plan, organize, direct and coordinate the activities of the Equipment Maintenance Division including the acquisition, utilization, repair and replacement of the City's vehicle/equipment fleet; to coordinate activities with other divisions and departments; and to provide highly complex staff assistance to the General Services Director.

Supervision Received and Exercised: Receives general direction from the General Services Director; exercises direct and indirect supervision over assigned clerical, technical and supervisory personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in the development and implementation of departmental goals, objectives, policies and procedures.
2. Manage, direct and organize the City's fleet management program activities including the acquisition, utilization, repair and replacement of all City vehicles and powered equipment.
3. Direct, oversee and participate in the development of the work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Prepare the fleet management budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; prepare fleet service charges for operating departments; administer the approved budget.
5. Develop scope, cost and, when approved, bid specifications for vehicle/equipment to be purchased.
6. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

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7. Provide technical assistance and work with operating departments regarding the costing and proper utilization of their assigned fleet units.
8. Perform other duties, as assigned.

Minimum Qualifications:

Knowledge of: Vehicle and equipment design, manufacture, utilization, operation and maintenance functions; principles and practices of modern fleet management; principles and practices of policy development and implementation; principles and practices of operational analysis, business correspondence and report writing; pertinent local, State and Federal laws, rules and regulations; and budgeting procedures and techniques, including fleet service charge procedures.

Ability to: Organize, direct and implement a comprehensive fleet management program; prepare and administer a budget; develop preliminary cost estimates and bid specification packages; supervise, train and evaluate personnel; interpret and explain division policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; and understand the operational requirements of user departments and obtain equipment and vehicles to economically meet their needs.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of increasingly responsible experience in fleet maintenance and management including one year of supervisory responsibility. Training equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration or a related field; course work in engineering, fleet management or related fields highly desirable.

Required Licenses or Certificates: Possession of a valid California Class B driver's license desirable.

Established October 1991
Revised

CLASS SPECS
CS043-M^